

PLAN FILE INSPECTION AND/OR COPYING REQUEST
Safety and Buildings Division

☐ Plan ☐ File Requested

For Office Use Only
Issued By: _____
Approved By: _____
Returned By: _____

Personally identifiable information may be used for other purposes.

Present Building Owner's Name
Building Tenant's Name
Building Address
Previous Owner of Building (if any)

Reason for request (Please include how information will be used): _____

Person Requesting

Firm/Person Represented

Name	Name
Address	Address

I have read Comm 2.02(8) and agree that this material will not be used for any unlawful purpose or competitive practice and agree that information provided above is true and correct. (See reverse for text of Comm 2.02(8).)

Applicant Signature _____ Date _____

Text of s. Comm 2.02 (8)

- (8) Inspection and Copying of Files, Plans and Specifications. The department shall allow inspection and copying of all files and plans, specifications and related materials filed with the department, except as follows:
- (a) The department may restrict, on a case by case basis, the right of inspection or copying of files and plans, specifications and related materials where the possible harm to the public interest outweighs the benefits of inspection or copying for the following types of buildings and facilities:
1. Banks, savings and loan, credit unions, securities dealers and other types or parts of buildings where large sums of money, negotiable securities or valuables are stored in secured areas;
 2. Jails and other correctional institutions;
 3. Public facilities regularly used for the storage or evaluation of evidence in criminal proceedings;
 4. Armories;
 5. Public broadcasting facilities;
 6. Power generating facilities;
 7. Museums and libraries; and
 8. Noncommercial storage tanks, which store heating oil for consumption, use on the premises.
- (b) The department shall allow inspection or copying of files and plans, specifications and related materials of all buildings in response to lawful subpoena or written requests from law enforcement agencies
- (c) Prior to any inspection or copying of files and plans, specifications and related materials, a written, signed application shall be obtained from the person requesting the inspection or copying. The application shall contain a general description of the files or premises for which inspection or copying is requested and the full name, address and telephone number of the requester. The written request shall contain statement that any information obtained from the inspection or copying shall not be used for any unlawful purpose or unfair competitive practice, and that the information set out therein is true and correct. The department will consider the information supplied in the request in conjunction with the type of buildings noted in par (a) in determining whether the request for inspection or copying shall be granted. The department may transmit a copy of this statement to the owner and submitter of the documents being inspected or copied.
- (d) The department may charge a reasonable amount to defray its costs in providing copies.

95-96 Wis. Stats. Regulation of Industry, Buildings and Safety

101.12 (5) (b)

- (b) A person requesting to inspect or copy plans shall submit a written application identifying the structure or proposed structure whose plans are sought to be inspected or copied, providing the full name and address of the requester and stating that any information obtained from the inspection or copying will not be used for any unlawful or unfair competitive purpose and that the information set forth in the application is true and correct. The department, city, village, town or county shall promptly transmit a copy of the application to the owner of the structure or proposed structure and the submitter of the plans being inspected or copied.